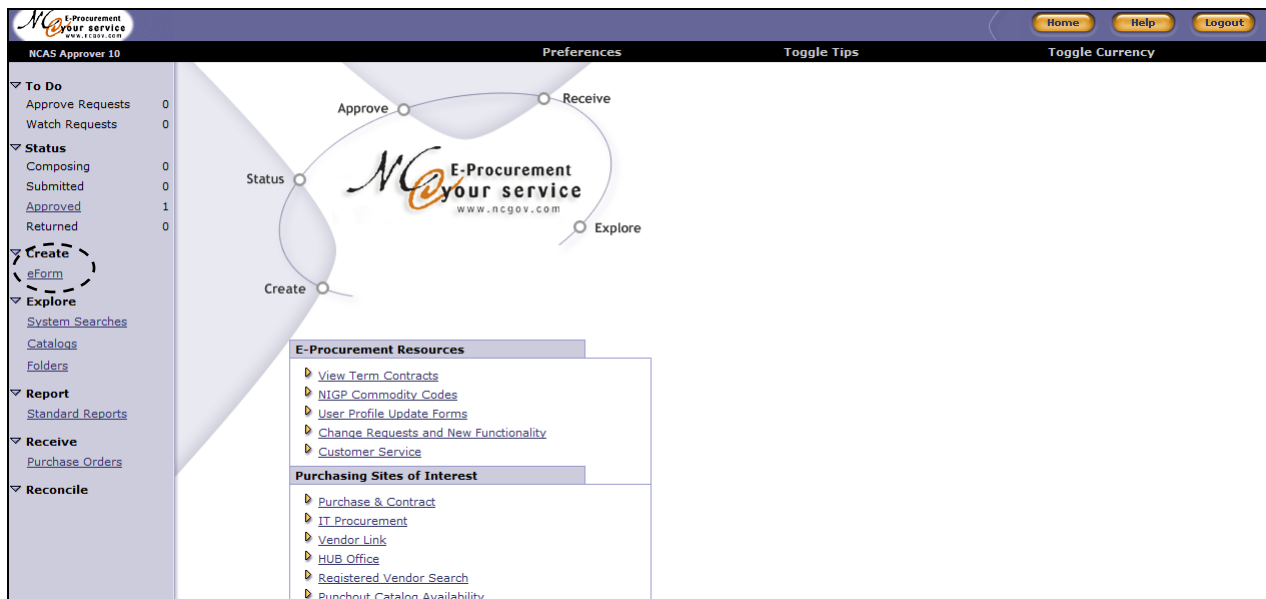


## Address Maintenance eForm

eForms are electronic forms within NC E-Procurement @ Your Service. They allow Security Administrators to avoid paper processing by directly updating address information in the system. eForms are easy-to-use pages accessible from the Shortcut Menu on the E-Procurement homepage. Only Security Administrators and CC and LEA EPLite Administrators have access to eForms.

The Address Maintenance eForm allows the Security Administrator to add, update, and delete ship-to and bill-to information for their entity. NCAS users should contact the NC E-Procurement Help Desk to have new bill-to addresses entered into the NC E-Procurement Service.

**Note:** Community College and Local Educational Authorities must take additional steps within their financial systems once the address has been added in E-Procurement. Please refer to the appropriate 'Mapping User/Address Information' process guide for more information.



1. Choose the 'eForm' link from the Shortcut Menu on the E-Procurement homepage.

Home Help Logout

CORR Purchasing Agent 01 Preferences Toggle Tips Toggle Currency

### Create Request Using Company eForm

eForms are provided by your company. Select or search for a form to use to create your request. [How To](#)

Search

Name	Description
AddressMaintenance	
PasswordChange	
UserMaintenance	

2. Choose the '**AddressMaintenance**' link.

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AD82A14: Untitled AddressMaintenance

< Prev Next > Exit

### 1 Add Title AddressMaintenance

Enter a title. [How To](#)

Title:

Select Maintenance Mode:

- Select a Value
- Update
- Add
- Delete

< Prev Next > Exit

3. **Title** – Enter a title for the Address Maintenance request (e.g. 'New Ship-To Address – Maintenance Building.'
4. **Select Maintenance Mode** – Select the appropriate type of address maintenance to perform.
  - Update:** Users can update existing address information using the update function. Community College and LEA users can also view the address Unique ID needed to complete the address mapping by using the update function.
  - Add:** CC and LEA users can add new ship to and/or bill to information using the add function. NCAS users can add new ship to addresses using this function.
  - Delete:** Users can delete existing address information that is no longer needed in the system.
5. Click '**Next.**'

## 1.0 Address Maintenance – Add Mode

1. **Entity** – The Entity field will default to the user's entity. This field cannot be modified.

2. **Name** – Enter the address name as it should appear in E-Procurement.

**Note:** For NCAS users, the name field is the 3 digit building code. Community College and LEA users may enter the full building or school name in this field.

3. **Address Lines 1-3** – There are three lines to enter the mailing address information. Users may enter the information as desired. Each line can contain up to 50 characters.

4. **City** – Enter the city name.

5. **State** – Enter "NC" for the two digit state abbreviation.

6. **Postal Code** – Enter the zip code of the location. Do not hyphenate the full 9-digit code.

7. **Country** – Use the dropdown box to choose 'United States.'

8. **Phone** – Enter the phone number.

9. **Email Address, Fax, URL** – Enter the appropriate information related to the location, if desired. These are not required fields.

10. **Ship To, Bill To** – CC and LEA users should select the appropriate designation for the entered address information. This designation cannot be changed once this transaction has been submitted.

11. Click 'Next.'

- 1 Title
- 2 Complete Form
- 3 Summary

AD82A14: Untitled AddressMaintenance

[< Previous](#)
[Submit](#)
[Exit](#)

**3 Address eForm - Summary**
**AddressMaintenance**

Review your request, make changes as necessary, and then submit it for approval.

Summary
Approval Flow

Title: Untitled AddressMaintenance

Select Maintenance Mode: Add

Change	From	To
Entity		42
Name		STA
Line1		Shipt To Address
City		Raleigh
State		NC
PostalCode		27609
Country		US

**Comments - Entire AddressMaintenance**

Comments:

[Add Attachment](#)
[Delete](#)

Comments and/or attachments can be added in the '**Comments**' section.

[< Previous](#)
[Submit](#)
[Exit](#)

12. Review the information entered for the new address and click '**Submit.**'

## 2.0 Address Maintenance – Update Mode

1. **Address** – Using the dropdown box, locate the address to be updated. If the address is not listed in the dropdown box, select **'Other...'**.

Name	Entity	Lines	City	State	Country	Select
(no value)						Select
19	42	2046: CENTRAL PHARMACY, NC DEPARTMENT OF CORRECTION, 2211 SCHIEFFELIN ROAD.	Apex	NC	United States	Select
400	42	1005: SECRETARY'S OFFICE, NC DEPARTMENT OF CORRECTION, 214 W. JONES STREET.	Raleigh	NC	United States	Select
401	42	1050: CENTRAL ENGINEERING, NC DEPARTMENT OF CORRECTION, 2020 YONKERS ROAD.	Raleigh	NC	United States	Select
402	42	1006: CONTROLLER'S OFFICE, NC DEPARTMENT OF CORRECTION, 2020 YONKERS ROAD.	Raleigh	NC	United States	Select

2. Locate the address to be updated by typing in the address name in the search box. Users can also search by the street address.
3. Click the **'Select'** button beside the appropriate address.

AD82A15: Untitled AddressMaintenance

**2 Complete Form** AddressMaintenance

Provide the requested information. [How To](#)

Complete Form - AddressMaintenance

Entity: 42

Name: 19

Line 1: Department of Correct

Line 2: 2211 SCHIEFFELIN ROAD

Line 3:

City: Apex

State: NC

Postal Code: 27502

Country: United States

Phone: 919-367-7050

EMail Address:

Fax: 919-367-7094

URL:

Ship To, Bill To: ShipTo

Community College and LEA users have two additional fields listed on this **Complete Form** page. See below explanation for more details.

4. Make the necessary changes to the address.

**Note:** The Entity and Ship To, Bill To designations cannot be changed. All other fields are editable.

**Note:** Community College and LEA users will have an additional field listed under the 'Entity' field. This field is the 'Unique Name' and contains the information needed to complete the address mapping process in Colleague/Sunpac/ISIS. In addition, Sunpac users will have a second field listed, 'Address ID', that is included in their specific address mapping process.

5. Click the 'Next' button.

6. Verify the changes made to the address.
7. Add comments and/or attachments in the '**Comments**' section of the request.
8. Click '**Submit.**'

**Note:** Address changes are effective immediately after the request is submitted (and approved, if necessary).

### 3.0 Address Maintenance – Delete Mode

1. **Address** – Set the 'Select Maintenance Mode' to Delete. Using the dropdown box, locate the address to be deleted. If the address is not listed in the dropdown box, select 'Other....'.

2. Review the address information to be deleted.
3. Click 'Next.'
4. On the Summary screen, click 'Submit.'